

# **COPPELL ISD**



## **NON-SCHOOL FACILITY USE PACKET**

# COPPELL ISD NON-SCHOOL FACILITY USE PACKET

Whereas, the Board of Trustees is aware of the large capital investment in its facilities, the increasing need to develop revenue and its responsibility to the community, it has committed to make its facilities available for community use. Community use of CISD facilities is intended to

- 1) promote school related activities for the benefit of CISD students,
- 2) promote civic organizations in the community, and
- 3) create an additional source of revenue for the District.

The terms and conditions, regulations and fee schedule stated herein, or attached hereto, apply uniformly to all organizations, groups, leagues, businesses, entities, etc. seeking to utilize CISD property, except those whose program or event directly benefits CISD curricular, co-curricular or extracurricular activities (parent-teacher organizations, booster clubs, etc.).

Questions regarding fees and/or CISD policies regarding rentals should be directed to the CISD Rental/Utilities Coordinator:

**Rental Coordinator  
COPPELL ISD**

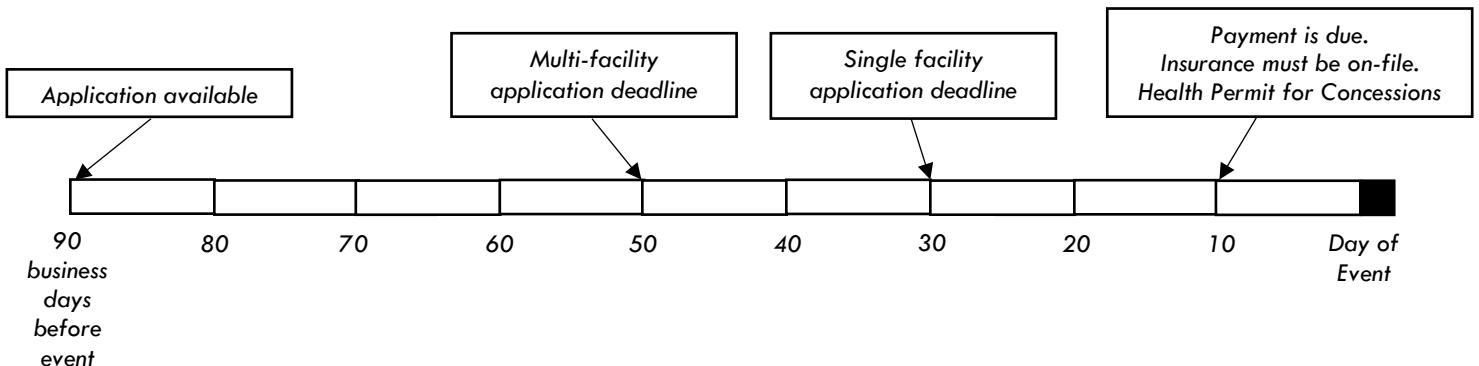
Contact: Dani Lopez  
Email [dlopez@coppellisd.com](mailto:dlopez@coppellisd.com)  
Phone 214.496.8082  
Fax 214.496.8044

**ADDRESS**

CISD Service Center  
1303 Wrangler Circle  
Coppell, Texas 75019

Applications will be available 90 school days prior to the date of the activity. Applications for multiple-facility rentals must be submitted for approval no less than fifty (50) business days before the desired date. Single-facility rentals must have a submitted application turned in no less than forty-five (45) business days before the date of the event.

Upon notification by the Community Services office that the event has been approved, payment and all forms must be returned to the Community Service Office within 10 school days prior to the activity. Upon receipt of payment (see acceptable forms of payment below), the rental coordinator will confirm and arrange site meeting with event supervisor.



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# RENTER RESPONSIBILITIES

## RENTING A COPPELL ISD FACILITY

Coppell Independent School District is pleased to provide use of its facilities to residents of Coppell ISD, according to guidelines and scheduling procedures approved by the CISD Board of Trustees. Use of CISD facilities is coordinated and scheduled through the Community Services division.

Groups/organizations using Coppell ISD facilities shall be composed of District residents and shall have a District address (a P.O. box is not acceptable). Non-Profit groups requesting use of a CISD facility must provide proof of non-profit status before consideration is given.

Coppell ISD activities have priority use for facilities. In case of conflict with other non-school groups, every effort will be made to provide an alternate site. However, Coppell ISD activities will take precedence over all other scheduled events regardless of confirmation status. The District may cancel any agreement without notice if the facility is needed for District operations. This cancellation will require the approval of the Superintendent or his/her designee.

On the date of the event, the renter must bring the permit to show to the custodian and supervisor. It is recommended that any advertisement of the activity not be distributed until written confirmation is received. All communication and advertisement regarding rentals must abide by CISD Communication Guidelines (GKDA-Legal and GKB-Local).

Instruction for submitting applications is provided in each section of this document and on the applicable application. The Facility Services office is the authority for the approval of rentals and will coordinate scheduling with the Campus Principal, Athletic Director, and/or Director of Instrumental Music.

The CISD District Rental/Utilities Coordinator will generate a quote reflecting charges for the requested rental. The quote and a copy of the rental agreement will be sent to the requestor for signature and acceptance of conditions and charges. Please note that the signed rental agreement, the Certificate of Liability Insurance, and payment for the total invoiced amount must be received within 10 days of the event. If payment is not received 10 days prior to the event, the rental will be canceled.

The Coppell ISD Facility Request Application can be found in [Appendix A](#).

## INSURANCE

Renter shall secure and maintain, at its expense, during its use of CISD property, commercial general liability insurance with a company licensed by the State of Texas. A Certificate of Insurance shall be furnished to CISD. The certificate shall show on its face the following:

1. COPPELL ISD as Certificate Holder
2. COPPELL ISD as an Additional Insured
3. Property damage in the amount of \$1,000,000 per occurrence
4. Bodily injury liability (to include participants in the activity) in the amount of \$1,000,000 per occurrence (personal injury or death and all liability and expenses in connection therewith arising out of, resulting from, or connected to)
5. A deductible not greater than \$500.00
6. Insurance Carrier must hold "A" rating from A.M. Best Company.
7. District reserves the right to determine acceptability of carrier.
8. Liability insurance shall include and contain mutual waiver of subrogation clause.
9. COI required per structure for multiple facility use.
10. The policy must reflect that it is primary and not contributory with any insurance maintained by the District and may not be canceled prior to the conclusion of the event.

## **CRIMINAL HISTORY**

Renter (or anyone associated in any way with Renter) shall not enter CISD property where students are present when they have been convicted, received probation, or deferred adjudication for the following felony offenses:

1. any offense against a person who was, at the time the offense occurred, under 18 years of age or enrolled at a public school
2. any sex offense
3. any crimes against persons involving
  - a. controlled substances
  - b. property
4. any other offense CISD believes might compromise the safety of students, staff or property

## **RENTER - ADULT SUPERVISION**

Use of any CISD facility (buildings, stadiums, etc.) requires adult supervision. Renter shall provide one adult, 21 years or older, for each 35 people participating in the event/activity and one adult for each 100 spectators.

## **PARTICIPANTS/SPECTATOR CONTROL**

Renter accepts responsibility for overseeing and controlling participants, sponsors, spectators and visitors that are in or on CISD property as a result of or in connection with Renter's use of CISD property. The following rules must also be enforced by Renter at all times:

1. Any conduct/acts, which are punishable by law, are prohibited.
2. Smoking and the use of any tobacco product on all CISD properties are prohibited. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. 20 U.S.C 6083 et seq. Penal code 4801
3. Alcoholic beverages are prohibited on all CISD properties. Ed. Code 37.122
4. Firearms, knives and weapons of any sort are not permitted on CISD property.
5. Participants, sponsors, spectators and visitors may not walk through or use any other part of a building or its grounds other than that specifically described in this agreement. The restrooms nearest the area described are also allowed with use of the facility.
6. No CISD displays shall be touched or moved.
7. Furniture and/or equipment (desk, file cabinet, copier, etc.) shall not be moved without written permission from the site you are renting. CISD personnel will return all items approved to be moved to their original location. The fee to perform this task will be calculated at the same hourly rate as the event.
8. Renter is responsible for providing any emergency safety and health equipment necessary for event.

## **DECORATIONS**

CISD must approve all decorations in advance. Renter's decorations shall be made of fireproof materials in compliance with state and local ordinances. Decorations shall not damage the facility in any manner and shall be completely removed by Renter at the end of the event. No room decorations (including flags) shall be removed from any building, room or facility.

## **FIRE HAZARDS**

Candles, fireworks, fog machines or any kind of items that make sparks or smoke are strictly prohibited and are not to be used.

## **LADDERS OR LIFTS**

The use of CISD ladders or lifts is not permitted.

## **PARTICIPANTS WITH DISABILITIES**

Renter shall be solely responsible to provide auxiliary aids and services necessary to allow the full use and enjoyment of the public facility for participants with disabilities in accordance with the Texas Human Resources Code 121.003.

## **CISD EMPLOYEE DIRECTIONS TO RENTER**

Renter will abide by the direction of any CISD employee assigned to facilitate the event or activity in the facility being used.

## **MEETING, EVENT, ACTIVITY CONTENT**

Renter agrees that its meetings, events or activities held on CISD property shall not:

1. Advance any doctrine or theory that threatens destruction of CISD property or disruption of CISD functions.
2. Advocate the use of violence to promote social or political change.
3. Present lectures, musicals, or productions of any kind that, in the judgment of the Superintendent or designee, violate the local community's sense of decency.

## **BUILDING ALARM**

If the alarm system sounds while Renter is in a CISD building, Renter is responsible for evacuating all of its participants, visitors, etc. immediately and may not re-enter the building until given permission by CISD personnel and the Fire/Police department.

## **CHECK-IN & CHECK-OUT SHEET**

When CISD personnel are required to work an event/activity, Renter will utilize the Check-in/Check-out Form (Appendix C and Appendix D) with CISD personnel assigned for the event/activity. Determination for the use of the Check-in/Check-out form and process will be made by the District Athletic Director, District Director of Instrumental Music, or the Campus Principal.

## **SUBLETTING**

Renter may not sublet or assign this Rental Agreement.

## **CATEGORIES FOR PRICING**

(specific pricing by category may be found in [Appendix E](#))

### **Non-Paying Groups**

Student, staff and parent organizations directly related to the District shall have the use of facilities as scheduled by and under the supervision of the principal without charge.

Non-Paying groups shall not sub-lease or sponsor an activity for which a charge is assessed.

Non-school youth organizations comprised of students residing within the District shall not be charged for facilities utilized between the time of student dismissal and an agreed upon time as set by the principal on school days. Boy Scouts and Girl Scouts will not be charged for recurring weekly/monthly meetings if the following criteria are met:

1. Meetings must take place prior to and conclude before 8:00 PM on weekdays
2. No additional climate control is requested for the meeting(s)
3. No additional custodial services outside of the regular weekday custodial hours are required.

All events relating to Boy Scouts and Girl Scouts that do not meet the above criteria will be charged a discounted room rate and be required to pay custodial, supervisor and rental deposit fees for meetings and special events which occur after 8:00 PM on weekdays or on weekends.



### **Paying Groups: Category A**

Category A includes non-profit service organizations whose efforts support the goals, curriculum and student development practices of the district, as determined by the superintendent or the superintendent's designee. Groups in Category A must have an event enrollment consisting of at least 70% of attendees who are students (or parents/guardians of students) currently enrolled in Coppell ISD schools. Access will be assigned to sites on a schedule, based on space available.

Specific Pricing can be found in [Appendix E – page 1](#).

### **Paying Groups: Category B**

Category B includes non-profit (501 c3) service organizations holding an IRS tax-exempt status who are not designated in Category A. Access will be assigned to sites on a schedule, based on space available.

Specific Pricing can be found in [Appendix E – page 2](#).

### **Paying Groups: Category C**

Category C includes for-profit organizations.

Access will be assigned to sites on a schedule, based on space available.

Specific Pricing can be found in [Appendix E – page 3](#).

### **Paying Groups: Category D**

Category D is intended for State/Playoff/Regional Athletic and Fine Arts facilities rentals as well as non-profit, non-district based educational institutions.

Specific Pricing can be found in [Appendix E – page 4](#).

## **CISD DISCLAIMERS**

### **CANCELLATION BY CISD**

CISD reserves the right to immediately cancel this Agreement, without refunding any monies during the use period, if the Renter or anyone associated with the Renter violates CISD Board policies, local, state, or federal laws, or any portion of this Agreement. Such laws and policies included, but are not limited to, those laws and policies prohibiting the use, sale, or possession of alcoholic beverages, illegal drugs, firearms, and the use of tobacco products on CISD property.

Per GKD (LEGAL & LOCAL), academic and extracurricular activities sponsored by the District shall always have priority when any use is scheduled. The principal shall have authority to cancel a scheduled non-school use if an unexpected conflict arises with a District activity.

### **RESERVATION OF REFUSAL RIGHTS**

CISD reserves the right to refuse rental of its buildings, athletic fields and any other CISD-owned property to any organization or individual who is not in compliance with District policies or regulations. Renter hereby certifies that Renter understands and agrees to follow any and all applicable CISD Board Policies and administrative regulations, including but not limited to GKD (LEGAL & LOCAL). Renter further acknowledges, understands and agrees that CISD shall not be liable for any personal injury or damages to personal property related in any way to Renter's, or anyone associated with Renter, use of CISD property.

### **PROPERTY MAINTENANCE**

CISD is under no obligation to maintain, repair and/or improve CISD owned property (both real and personal) for the benefit and use of Renter.

### **SAFETY AND/OR SUITABILITY**

CISD makes no representations regarding the safety and/or suitability of CISD property in relation to the Renter's intended use of said property.

## **CHARGES AND FEE POLICIES**

### **PARENT-TEACHER ORGANIZATIONS**

PTA's will be required to pay for custodial services provided for weekend events (for example, PTA Carnivals) if said service is required by the campus administrator and for events during the week as determined by the campus administrator if not already available to the campus.

### **BOOSTER CLUBS**

Booster clubs will be required to pay for custodial services for special events (for example, Booster Club Fundraising Events) if said service is required by the campus administrator and not already available to the campus. If a school support or booster club utilizes a third party, non-district organization to assist in the coordination and/or operations of a fund-raising event, the third party will be subject to the same requirements as other non-school organizations, excluding rental fees, to include signing a Rental Agreement and providing the required Certificate of Insurance.

### **ADDITIONAL CHARGES**

Special or additional charges may apply when the requested use will produce a large crowd, require use of most of a building or create a need for additional CISD and/or security personnel. These additional charges are determined at the discretion of CISD on a case-by-case basis. These charges, if any, are set forth on the attached fee schedules.

### **POLICE OR FIRE PERSONNEL**

Renter agrees to pay for necessary personnel of the fire and/or police force, as required and/or recommended by the city of Coppell or CISD to control large crowds and/or provide security. This will be determined on a case-by-case basis.

### **FALSE ALARMS**

Renter shall reimburse CISD for any charges incurred as a result of a false fire and/or security alarm caused by a participant, sponsor or spectator or any other person that is present on CISD property in connection with Renter's use of CISD property.

## **CISD RENTAL PERSONNEL**

Renter agrees to reimburse CISD for the cost of its personnel deemed by CISD as necessary to open and close a facility, clean after an event, and to be present during the activity on behalf of CISD. The fee for CISD personnel is set forth on the attached fee schedules. CISD has sole authority to determine how many CISD personnel will be needed. In this connection:

1. It is possible that events taking place between 4:00 PM and 8:00 PM on regular school days may not require custodians if the following conditions are met:
  - a. only a small amount of trash or debris remain after the use
  - b. the area used does not require set-up, arranging or take-down of tables and chairs
  - c. the area used does not require mopping or sweeping after the use
  - d. Otherwise, the expense of custodians to perform such services will be borne by Renter as described in the attached fee schedules.
  - e. CISD reserves the right to seek payment from Renter if it determines that additional personnel are needed to clean up after Renter's use.
  - f. If payment is not received within twenty business days from receipt of the CISD invoice, Renter may be banned from using CISD facilities for any purpose and CISD may retain the damage deposit and pursue its legal remedies against Renter.
2. Events/activities taking place after 8:00 PM on regular school days and events taking place on weekends require the services of CISD personnel.
  - a. The renter will pay for these services in advance and in addition to the building fees. If payment is not received, the event will be canceled.
  - b. If, after the event, CISD incurs personnel expenses beyond the amount estimated, CISD reserves the right to seek payment from Renter.
  - c. If payment is not received within twenty business days from receipt of the CISD invoice, Renter may be banned from using CISD facilities for any purpose and CISD may retain the damage deposit and pursue its legal remedies against Renter.

## **PAYMENT METHOD**

Renter will pay for all fees with any of the following methods:

1. a check drawn on a bank in Texas, OR
2. a cashier's check, OR
3. a money order no less than twenty days before the event.
4. The check shall be made out to COPPELL ISD.
5. Two party checks will not be accepted.
6. A reservation is automatically canceled when payment is not received 10 days prior to the event, and a cancellation notice will not be sent.

## **RETURNED CHECKS**

CISD will pursue all remedies at law, including criminal prosecution, if a check is returned for insufficient funds. A \$35.00 return check fee will be assessed.

## **CANCELLATION BY RENTER**

Payment of rental fees must be received 10 days before scheduled event or the event will be cancelled.

## **DAMAGE DEPOSIT**

Pursuant to Scouting Groups, UIL events, and the like, CISD may waive a damage deposit.

For all other renters, if needed a refundable damage deposit will be required per campus or site:

1. \$250.00 – Indoor Campus, Baseball/Softball, Tennis (per campus/site)
2. \$1,000.00 – High School Stadium (per stadium)
3. \$500.00 – Middle School Stadium (per stadium)
4. In the case of consecutive uses (daily, weekly, bi-weekly, monthly, bi-monthly, etc.), a single damage deposit will be required per campus/site to cover the scheduled events.
5. If at some point in the schedule, CISD discovers damage caused by Renter, the balance of the damage deposit must be replenished.
6. If there is no damage to the facility, field or equipment, the entire deposit will be returned 30 days after the last scheduled event.

## **HIGH SCHOOL STADIUMS**

The following stadiums are available for UIL sanctioned events only:

1. Coppell High School Stadium/Buddy Echols Field
2. Coppell High School 9<sup>th</sup> Grade Center Stadium/S.P. Lesley Field

Grass practice fields are not available for non-school use.

### **Stadium Facility Use**

1. Coppell HS/Buddy Echols Field is exempt from the terms of inter-local agreements.
2. CHS9/Lesley Field and Middle School Stadiums are subject to the terms of inter-local agreements.
3. The stadium and track are considered one entity.
4. The track cannot be rented separately.
5. Any group that is not a class for credit dedicated to that activity at the campus are subject to pay rental fees.
6. External P.E. is a non-CISD activity.
7. UIL groups not part of CISD (playoff games) are required to pay rental fees. The rental fees include fees for the facility, supervisors, technicians, custodial, security, and other applicable personnel.
8. Applications for non-school use of a high school or middle school stadium should be submitted to the Community Services Division.
9. The Community Services Division and District Athletic Director have final approval authority of non-school use of the stadiums.

### **Stadium General Rules and Regulations**

1. Per GKD (LEGAL), academic and extracurricular activities sponsored by the District shall always have priority when any use is scheduled. The District shall have authority to cancel a scheduled non-school use if an unexpected conflict arises with a District activity.
2. CISD reserves the right to limit use on or cancel use if a field begins to show deterioration from overuse.
3. CISD reserves the right to limit field rentals.
4. CISD reserves the right to deny rental requests made by organizations that restrict participation in high school sports.
5. A CISD rental supervisor is required for all non-school use. Fees will be assessed for this service.
6. CISD rental supervisors for stadium rentals must be approved by Facility Services.
7. Non-school groups must provide their own athletic equipment.
8. Equipment may not be stored at a CISD facility unless approved by the Superintendent of the Superintendent's designee.
9. Only CISD employees may operate CISD equipment. Fees will be assessed for these services.
10. Keys to CISD facilities will not be provided to Renters unless approved by the Superintendent of the Superintendent's designee.
11. Custodial services are required for the rental of high school and middle school stadiums. Fees will be assessed for these services.
12. Upon receipt of the rental request, the event will be evaluated by the CISD Safety and Security staff to determine the security needs for the event. Fees will be assessed for the security personnel.
13. The fee paid for the use of a stadium does not include use of the concession area or the athletic locker rooms. Locker rooms may be available for UIL sanctioned playoff games.
14. If a renter desires to have concessions during an outdoor event, the Renter must note this on the application form. The CISD site requested will first contact a CISD-approved organization to sell concessions. Should no CISD-approved organization choose to provide concessions, the Renter may sell concessions from a tent or kiosk with prior CISD approval, providing the Renter obtains a permit from the appropriate Health Department and supplies a copy to CISD no less than ten days before the event. Beverages served must comply with the CISD Exclusive Beverage Company Agreement.
15. Fireworks will not be allowed on CISD property.

## **Stadium Rules and Regulations**

1. Per GKD (LEGAL & LOCAL), academic and extracurricular activities sponsored by the District shall always have priority when any use is scheduled. The District shall have authority to cancel a scheduled non-school use if an unexpected conflict arises with a District activity.
2. Weekday stadium rentals must end by 10:00 PM.
3. Weekend rentals must end by 11:00 PM.
4. Stadium lighting must be off by 10:00 PM on weekdays and 11:00 PM on weekends.
5. No metal cleats are allowed.
6. No heat sources of any kind are allowed inside stadiums for non-UIL events.
7. Canopies and/or tents may not be placed on the fields or tracks.
8. Use of tobacco, sunflower seeds, and gum is prohibited.
9. Absolutely no glass bottles, cans, or food are allowed on the stadium field.
10. All equipment such as training tables and fans used on the field must have a protective base, and arrangements must be made in advance with the stadium manager.
11. No street legal vehicles are allowed on fields and tracks.
12. No grills or heat sources of any kind are allowed on fields and tracks.
13. No live mascots (animals) are allowed for non-UIL events.
14. No cannons or confetti are allowed.
15. No baby powder is allowed.
16. No propane tanks are allowed.
17. All signs must be vinyl/cloth with permanent paint that does not run.
18. Taping of signs to any stadium structure is not permitted. Zip ties may be utilized.
19. Taping (adhesive) is not permitted on tracks.
20. No painting is allowed on the fields or tracks.

## **Stadium Bleachers Rules and Regulations**

1. Absolutely no climbing or jumping over the rails of the bleachers.
2. No standing or jumping on the bleacher seats.
3. Spirit signs must be made of vinyl/cloth with permanent paint that does not run.
4. Taping of signs to any stadium structure is not permitted. Zip ties may be utilized.



## **OUTDOOR ATHLETIC FACILITIES**

The following outdoor areas are available for non-school use:

1. Baseball/Softball Fields
2. Tennis Courts
3. Parking Lots (some use allowed with insurance and signed agreement)

Grass practice fields are not available for non-school use.

### **Outdoor Athletic Facility Use**

1. High school and middle school facilities are exempt from the terms of the interlocal agreements.
2. Any group not sanctioned by UIL and any group that is not a class for credit dedicated to that activity at the campus are subject to pay rental fees.
3. External P.E. is a non-CISD activity.
4. UIL groups not part of CISD (playoff games) are required to pay rental fees. The rental fees include fees for the facility, supervisors, technicians, custodial, security, and other applicable personnel.
5. Applications for non-school should be submitted to the Community Services Division.
6. The Community Services Division and District Athletic Director have final approval authority of non-school use of outdoor athletic facilities.

### **Outdoor Athletic General Rules and Regulations**

1. Per GKD (LEGAL & LOCAL), academic and extracurricular activities sponsored by the District shall always have priority when any use is scheduled. The District shall have authority to cancel a scheduled non-school use if an unexpected conflict arises with a District activity.
2. Weekday rentals must end by 10:00 PM.
3. Weekend rentals must end by 11:00 PM.
4. Lighting must be off by 10:00 PM on weekdays and 11:00 PM on weekends.
5. CISD reserves the right to limit use on or cancel use if a field begins to show deterioration from overuse.
6. CISD reserves the right to limit field rentals.
7. CISD reserves the right to deny rental requests made by organizations that restrict participation in high school sports.
8. A CISD rental supervisor is required for all non-school use. Fees will be assessed for this service.
9. CISD rental supervisors for stadium rentals must be approved by the Community Services Division.
10. Non-school groups must provide their own athletic equipment.
11. Equipment may not be stored at a CISD facility unless approved by the Superintendent of the Superintendent's designee.
12. Only CISD employees may operate CISD equipment. Fees will be assessed for these services.
13. Keys to CISD facilities will not be provided to Renters unless approved by the Superintendent of the Superintendent's designee.
14. Custodial services are required for the rental of outdoor athletic facilities. Fees will be assessed for these services.
15. Upon receipt of the rental request, the event will be evaluated by the CISD Safety and Security staff to determine the security needs for the event. Fees will be assessed for the security personnel.
16. The fee paid for the use of an outdoor athletic facility does not include use of the concession area or the athletic locker rooms. Locker rooms may be available for UIL sanctioned playoff games.
17. If a renter desires to have concessions during an outdoor event, Renter must note this on the application form. The CISD site requested will first contact a CISD approved organization to sell concessions. Should no CISD approved organization choose to provide concessions, Renter may sell concessions from a tent or kiosk with prior CISD approval, providing Renter obtains a permit from the appropriate Health Department and supplies a copy to CISD no less than ten days before the event. Beverages served must comply with the CISD Exclusive Beverage Company Agreement.
18. Fireworks will not be allowed on CISD property.

## **Baseball/Softball**

1. Chalking of baseball or softball fields requires approval from the Coppell ISD Athletic Director or their designee.
2. Only CISD employees may chalk CISD fields.
3. Baseball/Softball fields may not be rented in August (field resting period).

## **Tennis Courts**

1. Only tennis may be played on tennis courts.
2. No glass allowed on tennis courts.
3. No skating devices of any kind (skateboards, Heelys, roller skates) may be used on tennis courts.
4. No food is allowed on the tennis courts.
5. Only drinks contained in a sealed container are allowed on the tennis court.

## **Parking Lots**

1. Any use of parking lots must be approved by CISD.
2. Organizations whose event requires a permit by a city authority must provide CISD with a copy of the permit issued by the city or township.
3. CISD supervisors may be required. Fees for this service will be assessed.
4. CISD custodial services may be required. Fees for this service will be assessed.
5. Portable toilets may be approved on a case-by-case basis.
6. No activity will be allowed that could damage CISD parking lots.
7. Availability and suitability will be determined by campus principals and CISD Facility Services.

## **CAMPUS INDOOR AREAS**

The following indoor areas are available for non-school use:

1. Cafeterias
2. Classrooms
3. Gyms
4. Auditoriums
5. Arena
6. Parking Lots (some use allowed with insurance and signed agreement)

Weight Rooms and Field House/Indoor are not be available for non-school use.

### **Indoor Facility Use**

1. High school and middle school facilities are exempt from the terms of the inter-local agreements.
2. Any group that is not a class for credit dedicated to that activity at the campus are subject to pay rental fees.
3. External P.E. is a non-CISD activity.
4. UIL groups not part of CISD (playoff games) are required to pay rental fees. The rental fees include fees for the facility, supervisors, technicians, custodial, security, and other applicable personnel.
5. Applications for non-school should be submitted to the Community Services Division.
6. The Community Services Division and the District Athletic Director or Director of Instrumental Music have final approval authority of non-school use of indoor facilities.

### **Campus Indoor General Rules and Regulations**

1. Per GKD (LEGAL), academic and extracurricular activities sponsored by the District shall always have priority when any use is scheduled. The District shall have authority to cancel a scheduled non-school use if an unexpected conflict arises with a District activity.
2. Weekday rentals must end by 10:00 PM.
3. Weekend rentals must end by 11:00 PM.
4. CISD reserves the right to limit use on or cancel use if a facility begins to show deterioration from overuse.
5. CISD reserves the right to limit indoor facility rentals.
6. CISD reserves the right to deny rental requests made by organizations that restrict participation in high school activities.
7. A CISD rental supervisor is required for all non-school use. Fees will be assessed for this service.
8. CISD rental supervisors for must be approved by the Community Services Division.
9. Non-school groups must provide their own athletic equipment, props, and performance equipment.
10. Equipment may not be stored at a CISD facility.
11. Only CISD employees may operate CISD equipment. Fees will be assessed for these services.
12. Keys to CISD facilities will not be provided to Renters.
13. Custodial services are required for the rental of all facilities. Fees will be assessed for these services.
14. Upon receipt of the rental request, the event will be evaluated by the CISD Safety and Security staff to determine the security needs for the event. Fees will be assessed for the security personnel.
15. The fee paid for the use of a facility does not include use of the concession area, the athletic locker rooms, or the ancillary Fine Arts classrooms. Locker rooms may be available for UIL sanctioned playoff games. Green rooms may be available for UIL sanctioned One Act Play events.
16. If a renter desires to have concessions during an indoor event, Renter must note this on the application form. The CISD site requested will first contact a CISD approved organization to sell concessions. Should no CISD approved organization choose to provide concessions, Renter may sell concessions from a with prior CISD approval, providing Renter obtains a permit from the appropriate Health Department and supplies a copy to CISD no less than 10 days before the event. Beverages served must comply with the CISD Exclusive Beverage Company Agreement.

## **Gym Rules and Regulations**

1. Only rubber soled shoes shall be allowed on gymnasium floors.
2. The renter shall take every reasonable measure to see that floors are protected by using mats under tables and/or chairs and removing dirt, mud, sand, and water from shoes.
3. Renters will provide their own athletic or performance equipment.
4. Only CISD employees may set up CISD nets.
5. Renters may not store equipment at a CISD facility.
6. Absolutely no climbing or jumping on gym bleachers or equipment
7. The fee paid for the use of a gymnasium does not include use of the concession area or the athletic locker rooms for non-UIL events.
8. Taping of signs to gym walls is not permitted.
9. Taping of gym floors is not permitted.

## **Cafeteria Rules and Regulations**

1. If using a cafeteria, Renter may use the cafeteria tables and chairs housed in the building. If setup is required, fees will be assessed.
2. Renter may not use any other CISD property unless specific arrangements have been made in advance and in writing with the site you are renting. This includes, but is not limited to, the public announcement system.

## **Classrooms**

Classroom rentals will be considered on a case-by-case basis.

## **Performing Arts Centers/Auditoriums**

The following applies to any request to utilize a Performing Arts Center (Auditorium) at Coppell HS or CHS9:

1. A mandatory walk-through with CISD personnel is required and CISD personnel will determine:
  - A. the number of technicians required to work the event (light, sound and stagehand)
  - B. if Renter will need to use the orchestra pit
  - C. if the existing lighting and sound system must be altered
  - D. the number of dressing rooms needed
  - E. any other specific needs
2. When light, sound, or stagehand technicians are required for an event, separate fees apply for each technician (see attached Schedule of Fees). CISD will determine the need for technicians.
3. A technical supervisor is also required at the rate set in the attached Schedule of Fees. Only CISD technicians are approved to operate CISD equipment.
4. Should an auditorium's lighting pattern be required (other than the basic preset pattern), there will be a charge to set another pattern and to return to the basic preset pattern at a rate of \$31 per hour per required technician.
5. If strike and reset of the stage is required, fees will be added at the rental supervisor's hourly rate.
6. CISD does not provide microphones, light gels, music stands or any other supplies. Renter must supply these, if needed.

## **Parking Lots**

1. Any use of parking lots must be approved by CISD.
2. Organizations whose event requires permitting by the City must provide CISD with a copy of the permit provided.
3. CISD supervisors may be required. Fees for this service will be assessed
4. CISD custodial services may be required. Fees for this service will be assessed.
5. Portable toilets may be approved on a case-by-case basis
6. No activity will be allowed that could damage CISD parking lots
7. Availability and suitability will be determined by campus principals and CISD Facility Services.

# Appendix A - COPPELL ISD FACILITY REQUEST APPLICATION

Organization Requesting Facility \_\_\_\_\_  
Business Address \_\_\_\_\_  
Business Telephone \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Home Address \_\_\_\_\_  
Work Telephone \_\_\_\_\_  
Home Telephone \_\_\_\_\_  
Cell Telephone \_\_\_\_\_  
Email Address \_\_\_\_\_

*NOTE: THIS APPLICATION MUST BE RETURNED TO THIS OFFICE 50 BUSINESS DAYS PRIOR TO THE SCHEDULED EVENT FOR MULTI-FACILITY RENTALS AND 30 DAYS PRIOR TO THE SCHEDULED EVENT FOR SINGLE-FACILITY RENTALS.*

Campus and Facility Requested \_\_\_\_\_  
Purpose of Activity \_\_\_\_\_  
Is this a Fundraiser? \_\_\_\_\_  
Will you need the Kitchen? \_\_\_\_\_

## SINGLE USE REQUEST

Date of Request \_\_\_\_\_ Day of Week \_\_\_\_\_  
Times - Open Facility \_\_\_\_\_ Close Facility \_\_\_\_\_

## MULTIPLE USE REQUEST

Days of Week Needed \_\_\_\_\_  
*Patterns of usage: (ex - every Monday, first Tuesday of each month, Monday – Thursday for 4 weeks, etc.)*

Beginning Date \_\_\_\_\_ Ending Date \_\_\_\_\_  
Times - Open Facility \_\_\_\_\_ Close Facility \_\_\_\_\_

List all equipment you will bring to this event \_\_\_\_\_

List all equipment you intend to rent from CISD for your event \_\_\_\_\_

Describe configuration of chairs and tables or attach a diagram if needed \_\_\_\_\_

ESTIMATED NUMBER OF PEOPLE IN ATTENDANCE: \_\_\_\_\_

COPPELL INDEPENDENT SCHOOL DISTRICT - DIVISION OF GENERAL SERVICES  
1303 WRANGLER CIRCLE · COPPELL, TEXAS 75019 · (214) 496-8082  
Return Form by Fax (214.496.8044) or email [dlopez@coppellisd.com](mailto:dlopez@coppellisd.com)

## Appendix B - COPPELL ISD FACILITIES LICENSE AGREEMENT

THIS AGREEMENT OF LICENSE IS ENTERED INTO BETWEEN THE COPPELL INDEPENDENT SCHOOL DISTRICT (“LICENSOR”), a political subdivision of the State of Texas, whose address is 200 S. Denton Tap Road, Coppell, Texas 75019 (hereinafter referred to as the “School District”), AND \_\_\_\_\_ (“LICENSEE”), whose address is \_\_\_\_\_, upon the terms and conditions set forth in this Agreement.

1. The LICENSOR hereby grants the LICENSEE a license for the use of \_\_\_\_\_ in accordance with guidelines established by the Board of Trustees as set forth in Board Policy GKD (Local).
2. The facility(s) shall be used for the following purpose(s): \_\_\_\_\_.  
on the \_\_\_ day of \_\_\_\_\_. This facility(s) will be opened at \_\_\_\_\_ and will be closed at \_\_\_\_\_.  
Multiple use dates (please list): \_\_\_\_\_.  
Termination of Licensee date \_\_\_\_\_
3. Licensee is a resident of the District and desires to use the facility designated below. Licensee represents that such use is neither personal nor commercial.
4. The license herein granted shall extend only to such facility/facilities and no other. The license granted may be terminated by LICENSOR at will.
5. The LICENSEE agrees to the following TERMS AND CONDITIONS:
  - a. LICENSEE has read, understands, and agrees to the terms and conditions listed in the Application Packet. \_\_\_\_\_ (Signature of LICENSEE)
  - b. LICENSEE shall indemnify and save and hold harmless the School District and its officers, agents and employees from all suits, actions, losses, damages, claims or liability of any character, type or description, including without limiting the generality of the foregoing all expenses of litigation, court costs, and attorney’s fees for injury or death to any person, or injury to any property, received or sustained by any person, or injury to any property, arising out of, or occasioned by the acts of Licensee, its members, agents, employees or invitees arising out of, caused by, or in any way connected with Licensee’s use of the facility.
  - c. LICENSEE shall furnish and maintain in full force and effect at all times during the term of this Agreement a policy of liability insurance with an insurance company licensed and authorized to do business in the State of Texas.
  - d. The policy must name School District as a Certificate Holder and additional insured, and must insure School District and Licensee against all claims for property damage, personal injury or death and all liability and expenses in connection therewith arising out of, resulting from, or connected to.
  - e. The policy must contain policy limits of at least \$1,000,000 for Combined Single Limit for Bodily Injury and Property Damage Liability coverage. Such policy must be on an Occurrence basis. Licensee shall furnish to School District a certificate of insurance evidencing such coverage ten business days before the due date for payment of the use fee.
  - f. LICENSOR is under no obligation to maintain and/or improve district owned property for the benefit of the LICENSEE.
  - g. The fee is due and payable by the close of business ten business days before the first date of use. Checks are to be payable to “Coppell Independent School District”. Two party checks will not be accepted. Failure to make timely payments voids this agreement.
  - h. Use by licensee or by others at the invitation or sufferance of licensee is solely at the risk of licensee. School District shall not provide nor is responsible for providing security of any type. School District makes no representation that the facility is safe or suitable for any particular use.
  - i. Licensee shall be required to pay for any damages to the facility resulting from Licensee’s use, including but not limited to damage caused by or resulting from use by any invitee of licensee or by any person whom licensee allows to participate in licensee’s use.

- j. Licensee further agrees to defend, at its own expense, and on behalf of the School District and in the name of the School District, its officers, agents and employees, any claim or litigation brought in connection with any such injury, death or damage.
- k. School District reserves the right to cancel this agreement without notice and without penalty in the event of a conflict with school-related use, which shall take priority. In such event, School District shall make reasonable efforts to accommodate Licensee by substitution of a different school facility or different date or time. In the event substitution is not acceptable to Licensee, this agreement is terminated. Any payment previously made by Licensee shall be refunded within a reasonable time. School District shall have no liability for any consequential damages resulting from such cancellation, and liability in all such events shall be limited to return of any prepayment. If Licensee cancels less than 72 hours before the date of use, District shall retain all monies collected for the event.
- l. Licensee shall not advertise nor represent that any use of School District facilities constitutes endorsement, sponsorship, participation or approval by School District of any activity by Licensee.
- m. Licensee shall not assign this Agreement.
- n. Any notice required by this Agreement may be delivered by any reasonable method, including telephone or facsimile document transfer. Payments hereunder shall not be effective until actually received by School District.
- o. This Agreement shall be construed under and in accordance with the laws of the State of Texas, and all obligations of the parties created hereunder are performable in Dallas County, Texas.
- p. Words of gender used in this Agreement shall be held and construed to include any other gender, and words in the singular number shall be held to include the plural, and vice versa, unless the context requires otherwise. q) If any term or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions of this Agreement shall remain in full force and effect and in no way be affected, impaired or invalidated.
- q. The failure of either party to insist in one or more instances upon the performance of any of the terms or conditions of this Agreement shall not be construed as a Waiver of future performance required by such term or condition, and the obligations of either party with respect to the term or condition, and the obligations of either party with respect to the term or condition shall continue in effect as if no forbearance had occurred. No covenant or condition of this Agreement may be waived except by written consent of the waiving party.
- r. This Agreement supersedes any and all other agreements, either oral or in writing, between the parties with respect to the subject matter of this Agreement, and contains all of the covenants and agreements between the parties with respect to the subject matter. Each party to this Agreement acknowledges that no representations, inducements, promises, or agreement, or anyone acting on behalf of any party, that are not set forth in this Agreement, and that no Agreement, statement, or promise not contained in this agreement shall be valid or binding.

Initial: \_\_\_\_\_

CONTINUE TO NEXT PAGE FOR AUTHORIZED SIGNATURE AND DATE



Fees for the use of the above-named facility are as follows:

Category	_____	\$ _____.
Facility	_____	\$ _____.
Building Fee	_____	\$ _____.
Custodial	_____	\$ _____.
Supervisor	_____	\$ _____.
Technician	_____	\$ _____.
Maintenance	_____	\$ _____.
Kitchen Supervisor	_____	\$ _____.
Equipment Fee	_____	\$ _____.
Other Charges	_____	\$ _____.
<b>TOTAL FEES TO BE PAID</b>	_____	\$ _____.

*Fees must be paid ten Business Days prior to the scheduled event.  
Payment(s) must be made by business check, cashier's check, or money order.  
Checks that are returned with Insufficient Funds and/or if you fail to make the payment  
within the 10 business days of the scheduled event, will result in the immediate  
CANCELLATION OF THE EVENT.*

DATE \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

**COPPELL INDEPENDENT SCHOOL DISTRICT**

DATE \_\_\_\_\_

APPROVED BY \_\_\_\_\_

TITLE \_\_\_\_\_

# Appendix C - EVENT CHECK-IN FORM

Facility \_\_\_\_\_ Event Code \_\_\_\_\_

Organization \_\_\_\_\_ Date of Event \_\_\_\_\_

Event Name \_\_\_\_\_ Event Hours \_\_\_\_\_

Organization Contact \_\_\_\_\_

I am your CISD Site Supervisor \_\_\_\_\_ Check in Time \_\_\_\_\_

*NOTE: Failure to complete the Check-In/Check-Out Form with the CISD Site Supervisor could result in the Renter being liable for items not noted on this form prior to event.*

Please check the areas that are listed on your Rental Agreement

Area	CLEAN		Any Damage		Explain
Outdoor Area	Yes	No	Yes	No	_____
Auditorium	Yes	No	Yes	No	_____
Cafeteria	Yes	No	Yes	No	_____
Drama Room	Yes	No	Yes	No	_____
Gym (Lg.)	Yes	No	Yes	No	_____
Gym (Sm.)	Yes	No	Yes	No	_____
Restrooms	Yes	No	Yes	No	_____
Stadium	Yes	No	Yes	No	_____

Please check all equipment being used

Area	CLEAN		Any Damage		Explain
Lights	Yes	No	Yes	No	_____
Sound System	Yes	No	Yes	No	_____

Please check the requested setup

Area	CLEAN		Any Damage		Explain
Chairs	Yes	No	Yes	No	_____
Risers	Yes	No	Yes	No	_____
Tables	Yes	No	Yes	No	_____

Please note anything of concern or in question \_\_\_\_\_

Renter Signature \_\_\_\_\_ Time \_\_\_\_:\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

CISD Signature \_\_\_\_\_ Time \_\_\_\_:\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Pre-Event Hours \_\_\_\_:\_\_\_\_ Event Hours \_\_\_\_:\_\_\_\_ Post Event Hours \_\_\_\_:\_\_\_\_

# Appendix D - EVENT CHECK-OUT FORM

Please check the areas that are listed on your Rental Agreement

Area	Ready for Use		Any Damage		Explain
Outdoor Area	Yes	No	Yes	No	_____
Auditorium	Yes	No	Yes	No	_____
Cafeteria	Yes	No	Yes	No	_____
Drama Room	Yes	No	Yes	No	_____
Gym (Lg.)	Yes	No	Yes	No	_____
Gym (Sm.)	Yes	No	Yes	No	_____
Restrooms	Yes	No	Yes	No	_____
Stadium	Yes	No	Yes	No	_____

Please check all equipment being used

Area	Ready for Use		Any Damage		Explain
Lights	Yes	No	Yes	No	_____
Sound System	Yes	No	Yes	No	_____

Please check the requested setup

Area	Ready for Use		Any Damage		Explain
Chairs	Yes	No	Yes	No	_____
Risers	Yes	No	Yes	No	_____
Tables	Yes	No	Yes	No	_____

Please note anything of concern or in question \_\_\_\_\_

Did the CISD on-site Supervisor perform their duties? \_\_\_\_\_

Renter Signature \_\_\_\_\_ Time \_\_\_\_:\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Did the Renter abide by the CISD Rental Agreement? \_\_\_\_\_

CISD Signature \_\_\_\_\_ Time \_\_\_\_:\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Time Event Ended \_\_\_\_:\_\_\_\_ Custodial Hours \_\_\_\_:\_\_\_\_ Supervisor Hours \_\_\_\_:\_\_\_\_

*Please be sure lights are turned off and doors/gates are locked.  
Please return all paper work Dani Lopez, Rental/Utilities Coordinator ([dlopez@coppellisd.com](mailto:dlopez@coppellisd.com))*

## Appendix E – RENTAL RATES BY CLASSIFICATION – Category A

Facilities	CISD Category A			Type
	HS	MS	ES	
Damage Deposit (refundable)	\$250.00	\$250.00	\$250.00	per campus
Administration Fee	\$10.00	\$10.00	\$10.00	per campus
<b>ATHLETIC AREAS</b>				
CHS/Buddy Echols Field - FOOTBALL	UIL Rental Only			per hour
CHS/Buddy Echols Field - SOCCER	UIL Rental Only			per hour
CHS9/Lesley Field	UIL Rental Only			per hour
CMSE/CMSN/CMSW Stadiums	UIL Rental Only			per hour
CHS/CHS9/MS TRACK ONLY	UIL Rental Only			per hour
CHS Arena	UIL Rental Only			per hour
Main Gym	\$30.00	\$30.00	\$30.00	per hour
Practice Gym	\$30.00	\$30.00	\$30.00	per hour
CHS/CHS9 Weight Room	n/a	n/a	n/a	per hour
Softball Field with lights	UIL Rental Only			per hour
Softball Field WITHOUT lights	UIL Rental Only			per hour
Baseball Field with lights	UIL Rental Only			per hour
Baseball Field WITHOUT lights	UIL Rental Only			per hour
Tennis Court(s) with lights	UIL Rental Only			per hour
Tennis Court(s) WITHOUT lights	UIL Rental Only			per hour
Field House Wrestling Room	UIL Rental Only			per hour
Field House Weight Room	UIL Rental Only			per hour
Sound Technician	\$33.00	\$33.00	\$33.00	per hour
Technical Supervisor	\$33.00	\$33.00	\$33.00	per hour
Rental Supervisor	\$33.00	\$33.00	\$33.00	per hour
Custodian	\$27.00	\$27.00	\$27.00	per hour
Athletic Event Worker (Table, Gate)	\$15.00	\$15.00	\$15.00	per hour
Security Officer (as required)	\$45.00	\$45.00	\$45.00	per hour
Field Maintenance Fee (BB/SB)	UIL Rental Only			per event
Parking Lot (as required)	\$75.00	\$50.00	\$25.00	per day
<b>CAFETERIAS/COMMONS</b>				
Cafeteria/Commons	\$30.00	\$30.00	\$30.00	per hour
Cafeteria Kitchen	Price as quoted			per hour
Cafeteria Sound System	\$75.00	\$75.00	\$75.00	per event
Sound Technician	\$33.00	\$33.00	\$33.00	per hour
Rental Supervisor	\$33.00	\$33.00	\$33.00	per hour
Kitchen Supervisor	\$33.00	\$33.00	\$33.00	per hour
Custodian	\$27.00	\$27.00	\$27.00	per hour
Parking Lot (as required)	\$75.00	\$50.00	\$25.00	per day
<b>PERFORMING ARTS CENTERS</b>				
Coppell HS Auditorium	\$30.00	n/a	n/a	per hour
CHS9 Auditorium	\$30.00	n/a	n/a	per hour
Fine Arts Rehearsal Rooms	\$7.50	\$7.50	\$7.50	per hr/class
Individual Music Practice Rooms	n/a	n/a	n/a	per hr/class
Aud Lighting/Sound System	\$100.00	n/a	n/a	per event
Lighting Technician	\$33.00	\$33.00	\$33.00	per hour
Sound Technician	\$33.00	\$33.00	\$33.00	per hour
Stagehand Technician	\$15.00	\$15.00	\$15.00	per hour
Technical Supervisor	\$33.00	\$33.00	\$33.00	per hour
Rental Supervisor	\$33.00	\$33.00	\$33.00	per hour
Custodian	\$27.00	\$27.00	\$27.00	per hour
Parking Lot (as required)	\$75.00	\$50.00	\$25.00	per day
<b>CLASSROOMS</b>				
Classrooms	\$7.50	\$7.50	\$7.50	per hr/class
Rental Supervisor	\$33.00	\$33.00	\$33.00	per hour
Custodian	\$27.00	\$27.00	\$27.00	per hour
Parking Lot (as required)	\$75.00	\$50.00	\$25.00	per day
<b>OTHER FEES</b>				
Tables	\$10.00	\$10.00	\$10.00	each
Chairs	\$0.50	\$0.50	\$0.50	each
Risers	\$10.00	\$10.00	\$10.00	per section
Participant Fee	UIL-approved Only			per person

## Appendix E – RENTAL RATES BY CLASSIFICATION – Category B

Facilities	CISD Category B			Type
	HS	MS	ES	
Damage Deposit (refundable)	\$250.00	\$250.00	\$250.00	per campus
Administration Fee	\$10.00	\$10.00	\$10.00	per campus
<b>ATHLETIC AREAS</b>				
CHS/Buddy Echols Field - FOOTBALL	UIL Rental Only			per hour
CHS/Buddy Echols Field - SOCCER	UIL Rental Only			per hour
CHS9/Lesley Field	UIL Rental Only			per hour
CMSE/CMSN/CMSW Stadiums	UIL Rental Only			per hour
CHS/CHS9/MS TRACK ONLY	UIL Rental Only			per hour
CHS Arena	UIL Rental Only			per hour
Main Gym	\$150.00	\$125.00	\$100.00	per hour
Practice Gym	\$150.00	\$125.00	n/a	per hour
CHS/CHS9 Weight Room	n/a	n/a	n/a	per hour
Softball Field with lights	UIL Rental Only			per hour
Softball Field WITHOUT lights	UIL Rental Only			per hour
Baseball Field with lights	UIL Rental Only			per hour
Baseball Field WITHOUT lights	UIL Rental Only			per hour
Tennis Court(s) with lights	UIL Rental Only			per hour
Tennis Court(s) WITHOUT lights	UIL Rental Only			per hour
Field House Wrestling Room	UIL Rental Only			per hour
Field House Weight Room	UIL Rental Only			per hour
Sound Technician	\$33.00	\$33.00	\$33.00	per hour
Technical Supervisor	\$33.00	\$33.00	\$33.00	per hour
Rental Supervisor	\$33.00	\$33.00	\$33.00	per hour
Custodian	\$27.00	\$27.00	\$27.00	per hour
Athletic Event Worker (Table, Gate)	\$15.00	\$15.00	\$15.00	per hour
Security Officer (as required)	\$45.00	\$45.00	\$45.00	per hour
Field Maintenance Fee (BB/SB)	UIL Rental Only			per event
Parking Lot (as required)	\$75.00	\$50.00	\$25.00	per day
<b>CAFETERIAS/COMMONS</b>				
Cafeteria/Commons	\$200.00	\$150.00	\$100.00	per hour
Cafeteria Kitchen	Price as quoted			per hour
Cafeteria Sound System	\$75.00	\$75.00	\$75.00	per event
Sound Technician	\$33.00	\$33.00	\$33.00	per hour
Rental Supervisor	\$33.00	\$33.00	\$33.00	per hour
Kitchen Supervisor	\$33.00	\$33.00	\$33.00	per hour
Custodian	\$27.00	\$27.00	\$27.00	per hour
Parking Lot (as required)	\$75.00	\$50.00	\$25.00	per day
<b>PERFORMING ARTS CENTERS</b>				
Coppell HS Auditorium	\$250.00	n/a	n/a	per hour
CHS9 Auditorium	\$250.00	n/a	n/a	per hour
Fine Arts Rehearsal Rooms	\$15.00	\$15.00	\$15.00	per hr/class
Individual Music Practice Rooms	n/a	n/a	n/a	per hr/class
Aud Lighting/Sound System	\$100.00	n/a	n/a	per event
Lighting Technician	\$33.00	\$33.00	\$33.00	per hour
Sound Technician	\$33.00	\$33.00	\$33.00	per hour
Stagehand Technician	\$15.00	\$15.00	\$15.00	per hour
Technical Supervisor	\$33.00	\$33.00	\$33.00	per hour
Rental Supervisor	\$33.00	\$33.00	\$33.00	per hour
Custodian	\$27.00	\$27.00	\$27.00	per hour
Parking Lot (as required)	\$75.00	\$50.00	\$25.00	per day
<b>CLASSROOMS</b>				
Classrooms	\$15.00	\$15.00	\$15.00	per hr/class
Rental Supervisor	\$33.00	\$33.00	\$33.00	per hour
Custodian	\$27.00	\$27.00	\$27.00	per hour
Parking Lot (as required)	\$75.00	\$50.00	\$25.00	per day
<b>OTHER FEES</b>				
Tables	\$10.00	\$10.00	\$10.00	each
Chairs	\$0.50	\$0.50	\$0.50	each
Risers	\$10.00	\$10.00	\$10.00	per section
Participant Fee	UIL-approved Only			per person

## Appendix E – RENTAL RATES BY CLASSIFICATION – Category C

Facilities	CISD Category C			Type
	HS	MS	ES	
Damage Deposit (refundable)	\$250.00	\$250.00	\$250.00	per campus
Administration Fee	\$10.00	\$10.00	\$10.00	per campus
<b>ATHLETIC AREAS</b>				
CHS/Buddy Echols Field - FOOTBALL	UIL Rental Only			per hour
CHS/Buddy Echols Field - SOCCER	UIL Rental Only			per hour
CHS9/Lesley Field	UIL Rental Only			per hour
CMSE/CMSN/CMSW Stadiums	UIL Rental Only			per hour
CHS/CHS9/MS TRACK ONLY	UIL Rental Only			per hour
CHS Arena	UIL Rental Only			per hour
Main Gym	\$250.00	\$225.00	\$200.00	per hour
Practice Gym	\$250.00	\$225.00	n/a	per hour
CHS/CHS9 Weight Room	n/a	n/a	n/a	per hour
Softball Field with lights	UIL Rental Only			per hour
Softball Field WITHOUT lights	UIL Rental Only			per hour
Baseball Field with lights	UIL Rental Only			per hour
Baseball Field WITHOUT lights	UIL Rental Only			per hour
Tennis Court(s) with lights	UIL Rental Only			per hour
Tennis Court(s) WITHOUT lights	UIL Rental Only			per hour
Field House Wrestling Room	UIL Rental Only			per hour
Field House Weight Room	UIL Rental Only			per hour
Sound Technician	\$33.00	\$33.00	\$33.00	per hour
Technical Supervisor	\$33.00	\$33.00	\$33.00	per hour
Rental Supervisor	\$33.00	\$33.00	\$33.00	per hour
Custodian	\$27.00	\$27.00	\$27.00	per hour
Athletic Event Worker (Table, Gate)	\$15.00	\$15.00	\$15.00	per hour
Security Officer (as required)	\$45.00	\$45.00	\$45.00	per hour
Field Maintenance Fee (BB/SB)	UIL Rental Only			per event
Parking Lot (as required)	\$75.00	\$50.00	\$25.00	per day
<b>CAFETERIAS/COMMONS</b>				
Cafeteria/Commons	\$300.00	\$250.00	\$200.00	per hour
Cafeteria Kitchen	Price as quoted			per hour
Cafeteria Sound System	\$75.00	\$75.00	\$75.00	per event
Sound Technician	\$33.00	\$33.00	\$33.00	per hour
Rental Supervisor	\$33.00	\$33.00	\$33.00	per hour
Kitchen Supervisor	\$33.00	\$33.00	\$33.00	per hour
Custodian	\$27.00	\$27.00	\$27.00	per hour
Parking Lot (as required)	\$75.00	\$50.00	\$25.00	per day
<b>PERFORMING ARTS CENTERS</b>				
Coppell HS Auditorium	\$400.00	n/a	n/a	per hour
CHS9 Auditorium	\$400.00	n/a	n/a	per hour
Fine Arts Rehearsal Rooms	\$30.00	\$30.00	\$30.00	per hr/class
Individual Music Practice Rooms	n/a	n/a	n/a	per hr/class
Aud Lighting/Sound System	\$100.00	n/a	n/a	per event
Lighting Technician	\$33.00	\$33.00	\$33.00	per hour
Sound Technician	\$33.00	\$33.00	\$33.00	per hour
Stagehand Technician	\$15.00	\$15.00	\$15.00	per hour
Technical Supervisor	\$33.00	\$33.00	\$33.00	per hour
Rental Supervisor	\$33.00	\$33.00	\$33.00	per hour
Custodian	\$27.00	\$27.00	\$27.00	per hour
Parking Lot (as required)	\$75.00	\$50.00	\$25.00	per day
<b>CLASSROOMS</b>				
Classrooms	\$30.00	\$30.00	\$30.00	per hr/class
Rental Supervisor	\$33.00	\$33.00	\$33.00	per hour
Custodian	\$27.00	\$27.00	\$27.00	per hour
Parking Lot (as required)	\$75.00	\$50.00	\$25.00	per day
<b>OTHER FEES</b>				
Tables	\$10.00	\$10.00	\$10.00	each
Chairs	\$0.50	\$0.50	\$0.50	each
Risers	\$10.00	\$10.00	\$10.00	per section
Participant Fee	UIL-approved Only			per person

## Appendix E – RENTAL RATES BY CLASSIFICATION – Category D

Facilities	CISD Category D			Type
	HS	MS	ES	
Damage Deposit (refundable)	\$0.00	\$0.00	\$0.00	per campus
Administration Fee	\$0.00	\$0.00	\$0.00	per campus
<b>ATHLETIC AREAS</b>				
CHS/Buddy Echols Field - FOOTBALL	\$3,000.00	n/a	n/a	first four hours; \$750 per additional hour
CHS/Buddy Echols Field - SOCCER	\$500.00	n/a	n/a	first three hours; \$125 per additional hour
CHS9/Lesley Field	\$100.00	n/a	n/a	per hour
CMSE/CMSN/CMSW Stadiums	n/a	\$75.00	n/a	per hour
CHS/CHS9/MS TRACK ONLY	UIL Rental Only			per hour
CHS Arena	\$750.00	n/a	n/a	first three hours; \$250 per additional hour
Main Gym	\$100.00	\$75.00	n/a	per hour
Practice Gym	\$75.00	\$75.00	n/a	per hour
CHS/CHS9 Weight Room	n/a	n/a	n/a	per hour
Softball Field with lights	\$350.00	n/a	n/a	first three hours; \$100 per additional hour
Softball Field WITHOUT lights	\$300.00	n/a	n/a	first three hours; \$100 per additional hour
Baseball Field with lights	\$350.00	n/a	n/a	first three hours; \$100 per additional hour
Baseball Field WITHOUT lights	\$300.00	n/a	n/a	first three hours; \$100 per additional hour
Tennis Court(s) with lights	\$9.00	\$9.00	n/a	per hour
Tennis Court(s) WITHOUT lights	\$9.00	\$9.00	n/a	per hour
Field House Wrestling Room	n/a	n/a	n/a	per hour
Fied House Weight Room	n/a	n/a	n/a	per hour
Sound Technician	\$33.00	\$33.00	\$33.00	per hour
Technical Supervisor	\$33.00	\$33.00	\$33.00	per hour
Rental Supervisor	\$33.00	\$33.00	\$33.00	per hour
Custodian	\$27.00	\$27.00	\$27.00	per hour
Athletic Event Worker (Table, Gate)	\$15.00	\$15.00	\$15.00	per hour
Security Officer (as required)	\$45.00	\$45.00	\$45.00	per hour
Field Maintenance Fee (BB/SB)	\$150.00	n/a	n/a	per event
Parking Lot (as required)	\$75.00	\$50.00	\$25.00	per day
<b>CAFETERIAS/COMMONS</b>				
Cafeteria/Commons	\$300.00	\$250.00	\$200.00	per hour
Cafeteria Kitchen	Price as quoted			per hour
Cafeteria Sound System	\$75.00	\$75.00	\$75.00	per event
Sound Technician	\$33.00	\$33.00	\$33.00	per hour
Rental Supervisor	\$33.00	\$33.00	\$33.00	per hour
Kitchen Supervisor	\$33.00	\$33.00	\$33.00	per hour
Custodian	\$27.00	\$27.00	\$27.00	per hour
Parking Lot (as required)	\$75.00	\$50.00	\$25.00	per day
<b>PERFORMING ARTS CENTERS</b>				
Coppell HS Auditorium	\$0.00	n/a	n/a	per hour
CHS9 Auditorium	\$0.00	n/a	n/a	per hour
Fine Arts Rehearsal Rooms	\$0.00	\$0.00	\$0.00	per hr/class
Individual Music Practice Rooms	\$0.00	\$0.00	\$0.00	per hr/class
Aud Lighting/Sound System	\$0.00	\$0.00	\$0.00	per event
Lighting Technician	\$33.00	\$33.00	\$33.00	per hour
Sound Technician	\$33.00	\$33.00	\$33.00	per hour
Stagehand Technician	\$15.00	\$15.00	\$15.00	per hour
Technical Supervisor	\$33.00	\$33.00	\$33.00	per hour
Rental Supervisor	\$33.00	\$33.00	\$33.00	per hour
Custodian	\$27.00	\$27.00	\$27.00	per hour
Parking Lot (as required)	\$75.00	\$50.00	\$25.00	per day
<b>CLASSROOMS</b>				
Classrooms	\$0.00	\$0.00	\$0.00	per hr/class
Rental Supervisor	\$33.00	\$33.00	\$33.00	per hour
Custodian	\$27.00	\$27.00	\$27.00	per hour
Parking Lot (as required)	\$75.00	\$50.00	\$25.00	per day
<b>OTHER FEES</b>				
Tables	\$0.00	\$0.00	\$0.00	each
Chairs	\$0.00	\$0.00	\$0.00	each
Risers	\$0.00	\$0.00	\$0.00	per section
Participant Fee	\$0.00	\$0.00	\$0.00	per person